



OFFICIAL RESPONSES TO VENDOR QUESTIONS RFP-2018-BHHS-01-STATEG

No.	Question	Answer
1.	Section 1.1 (p.4) Does the hierarchy of funding match federal guidelines or is it specific to the state?	It is specific to BHHS.
2.	Section 1.1 (p.4) Is the hierarchy of funding new?	No
3.	Section 3: Does the Department have any focus now that's different than two years ago?	No
4.	Section 3: How should Bidders provide additional information that has not been requested by the Department?	Additional information may be included in the executive summary or as a separate attachment, as appropriate.
5.	Section 3.2.3, Question 1 (p.10): Are there specific policies the state is interested in, or just any policies that Vendors have?	Any policies relating to the program for which you are applying for funding.
6.	Section 3.2.3 (p.10): Can SGIA funds be used for rental assistance?	SGIA funds can be used for rental assistance only when the household is NOT eligible for other assistance AND is only for back rent or 1 month's current rent.
7.	Section 3.3, Question 7 (p. 11): If a Bidder is applying on behalf of 26 agencies, does the Bidder have to provide the resumes of all 26 Executive Directors and 26 Shelter Managers??	The Department only needs the resumes of staff who work for the Bidder who is submitting the proposal.
8.	Section 3.3 Question 7 (p.11) and Section 7.2.2.7 (p27): Where should the staff planning, resumes, and organizational charts be included within the Proposal, because these are requested in both of these locations?	Include the information as the answer to Question 7. Please reference your answer to Question 7 in Section 7.2.2.7.
9.	Section 3.5 (p. 11): Are all Bidders chosen expected to obtain HMIS licenses, including those who provide intervention services?	Yes
10.	Section 3.5 (p. 11): What provisions are there to ensure data is kept up-to-date in HMIS so we are reporting current information to homeless individuals who call us for services?	The BHHS Data Analyst runs monthly data quality reports to ensure timeliness and quality of data being entered into HMIS. If a provider is not staying current, funding is withheld until data quality issues are addressed.
11.	Section 3.7.8 (p.14): This section of the RFP refers to two steps	Yes. See Addendum #2.



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	listed in Appendix D. Is this supposed to be Appendix E?	
12.	Section 3.7.9 (p. 14): Are Bidders expected to answer the questions in The Bidder's Reference Guide for Completing the CLAS Services Addendum of the RFP (pgs.10-11 of the Reference Guide) or maintain the Bidder's Reference tool for internal use?	Bidders must complete the four (4) factor analysis in Section 3.7.7.7 in order to complete the yes/no checklist that must be returned to the Department as part of the proposal package. <i>(The Bidder's Reference Guide is a guide. Please do not return any portion of the Bidder's Reference Guide to the Department.)</i>
13.	Section 4.1.3 (p.15): What is the value of the last contract period versus this contract period?	The anticipated funding for this contract period is the same as the last contract period.
14.	Section 4.1.3 (p.15): What is the amount of funding available to all applicants in the state annually?	The amount of funding is anticipated to be approximately \$3,500,000 annually. There is no set amount for each agency.
15.	Section 4.2.2 (p.15): If a Bidder has multiple shelters, is the Department seeking MATCH Commitment letters for each shelter?	The Department is seeking match commitment letters that total 100% of requested funds.
16.	Section 5 (p.16): If a Bidder has multiple transitional shelters should the Bidder do separate applications for each, or one application for all of them?	Multiple transitional shelters can be included in 1 application.
17.	Section 5 (p.16): If a Bidder has emergency shelters and transitional shelters and specialty shelters, does the Bidder do a separate application for each, or can the Bidder do one umbrella application?	A separate application must be submitted for <u>each type of program</u> . If a Bidder is requesting funding for emergency shelters, transitional shelters and intervention services, then that Bidder MUST submit 3 separate applications (one application for each service).
18.	Sections 6 and 7 (p. 17-29): Do Bidders have to respond to Sections 6 and 7, or just answer the questions in Section 3?	If there are questions being asked, or requests for documentation, please respond.
19.	Section 7.1.1.4 (p.23): What is sealed cover?	Sealed cover may include but is not limited to: <ul style="list-style-type: none"> • A sealed envelope. • A box that is taped closed. • Other method of delivery that ensures security of the contents being delivered
20.	Section 7.1.3.3 and 7.1.4.3 (p.24): Do Bidders need three	The Department needs ONE original technical proposal



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	copies or four copies of the Technical and Cost Proposals?	with 4 bound copies of the technical proposal. (See Section 7.1.3) The Department needs ONE original cost proposals with 3 bound copies of the cost proposal. (See Section 7.1.4)
21.	Section 7.2.2.9 (p.27): What specific licenses, certificates, and permits are required?	Certificate of Good Standing
22.	Section 7.2.2.9 (p. 27): Can Bidders provide a copy of the Certificate of Good Standing?	Yes.
23.	Section 7.2.3.2 (p.28): Why is the Department asking for four years of financials instead of two years?	The Department uses four years of financial statements to analyze vendor stability to provide services.
24.	Section 7.2.3.2 (p.28): If the Bidder already did two years of financials two years ago, can they just reference those previous financial statements?	No.
25.	Section 7.2.3.2 (p.28): For audits, can the Bidder do one copy of the original, or do they need to include four other copies?	Bidders must submit 4 years of audited financials with the original cost proposal only.
26.	Appendix A: Do Bidders need to list all exceptions that they are requesting to the terms in Appendix B, including all of the Exhibits, or just exceptions to the terms in Sections 1-8 of the actual RFP?	Bidders must list all exceptions to the RFP and all Appendices.
27.	Appendix B, Exhibit C, Special Provisions, Item 9 , requires an annual audit after the close of the fiscal year. If Bidders want to request permission to submit a financial review by a CPA, rather than a full audit, would they include this in their Application in the Appendix A, Exceptions, or would this get discussed during contract negotiations?	Exceptions to Exhibit C would need to be addressed on Appendix A and would be discussed during contract negotiations.
28.	Appendix B: Is there anything in Appendix B that needs to be filled out and returned?	No. Please do not return anything in Appendix B.
29.	Appendix C (Budget form): Can any of the line item descriptions be changed to better fit the agency?	No. However, additional line items can be inserted under Line 13, "Other."
30.	Appendix C (Budget form): Budget form says to complete one	Yes.



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	budget for each budget period. Does this mean one budget for SFY 2017 and one budget for SFY 2018?	
31.	Appendix E: Does the note that says Bidders are not required to submit the four factor analysis mean that Bidders should fill only out "Bidder Step 2" (yes/no checklist) and submit that checklist as part of the proposal?	Yes.
32.	General: Can agencies that have a current contract (SFY 2015-2017) which contains two-year extension language extend their current contracts or do they have to apply to this RFP?	The Department is choosing not to renew current contracts. Agencies currently receiving SGIA funding must re-apply for the funding through this RFP.
33.	General: For the resume requirement, if staff do not want their name or address listed, how is that handled?	Names need to be provided, but the agency address and phone number can be substituted for the person's personal information.
34.	General: How recent does the Certificate of Good Standing need to be?	Within the last 5 years, as long as all filings with the Secretary of State are current.
35.	General: Which questions and parts of the RFP are not applicable to Bidders who are applying for a renewal of their HMIS contract through this RFP?	Please answer all questions. If they are not applicable to your program, please explain why in your answer.